

Reports

Topic Objectives

After completing this topic, you will be able to:

- Run a report

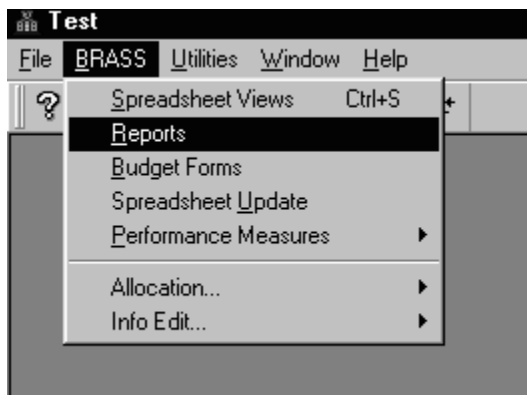
Topic Overview

This topic introduces you to the following BRASS topics:

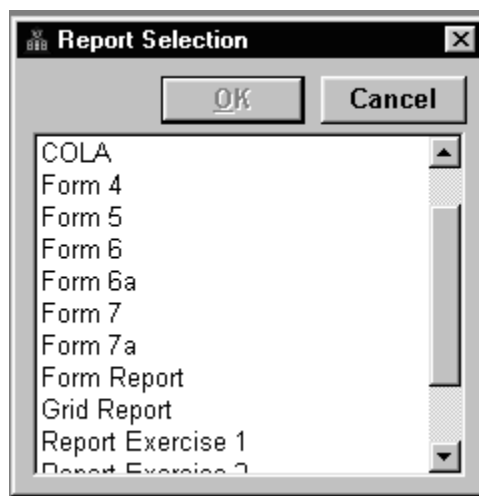
- Reports

In addition to spreadsheet views and budget form reporting, the budget preparation system provides reports with which to print and arrange budget preparation data in presentable formats. The system administrator sets up reports for the end user. The Report Selection screen usually offers the user several options from which to select when running a report, such as reporting on certain values of data attributes. Selection choices are predefined by the system administrator on the Report Setup screen.

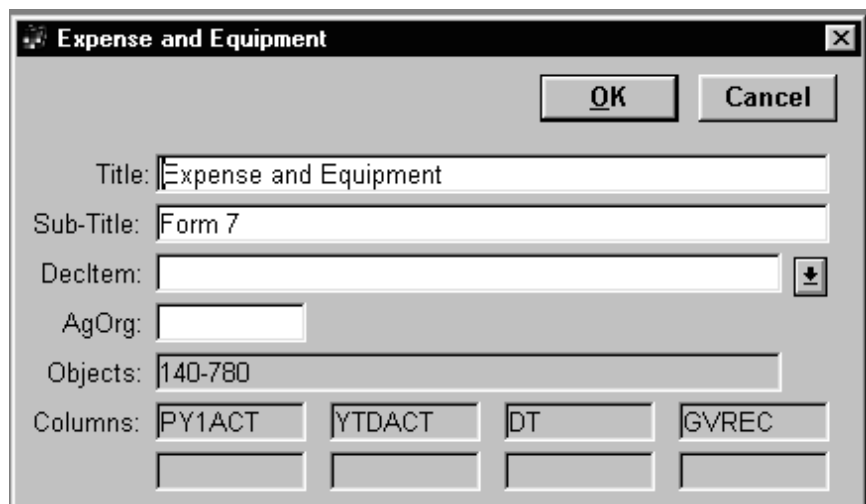
To run a report, select Reports from the BRASS menu.



Select the report you wish to run from the dropdown list.

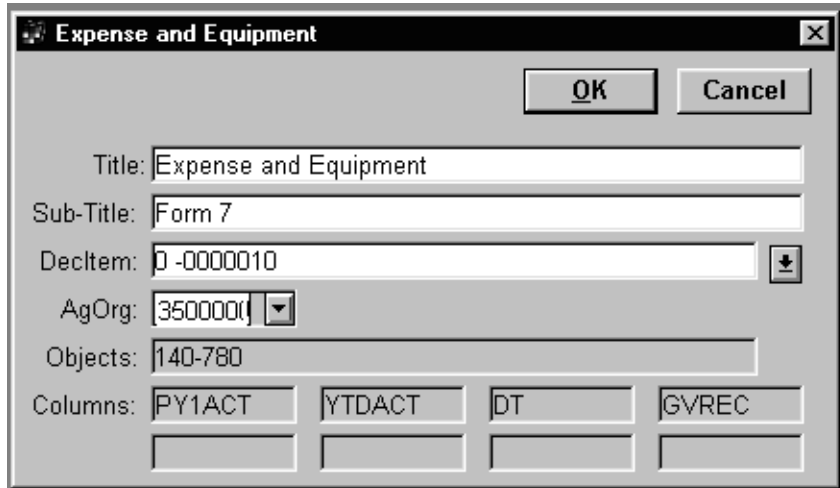


The Expense and Equipment screen will be displayed. You can select various chart of accounts attributes to include in your report.

A screenshot of an 'Expense and Equipment' dialog box. It has a title bar with a close button (X). Below the title bar are 'OK' and 'Cancel' buttons. The dialog contains several input fields and a table. The 'Title' field is labeled 'Expense and Equipment'. The 'Sub-Title' field is labeled 'Form 7'. The 'DeclItem' field is empty with a dropdown arrow on the right. The 'AgOrg' field is empty. The 'Objects' field is labeled '140-780'. The 'Columns' section contains a table with four columns: 'PY1ACT', 'YTD ACT', 'DT', and 'GVREC'. Each column has a corresponding empty input field below it.

PY1ACT	YTD ACT	DT	GVREC

Select **OK** to run the report.



The dialog box titled "Expense and Equipment" contains the following fields and buttons:

- Title:** Expense and Equipment
- Sub-Title:** Form 7
- DeclItem:** 0-0000010
- AgOrg:** 350000 (with a dropdown arrow)
- Objects:** 140-780
- Columns:** PY1ACT, YTD ACT, DT, GVREC (each in its own button)
- Buttons:** OK, Cancel

A sample of the report is displayed below:

State of Missouri Expense and Equipment Form 7				
	One Year Prior Actual Dollars	F Year-to-date Actual Dollars	Department Request Dollars	Governor Recommended Dollars
MISSOURI STATE FAIR				
<i>BEGINNING CORE</i>				
TRAVEL, IN-STATE	57,345	0	60,683	60,683
TRAVEL, OUT-OF-STATE	28,673	0	30,341	30,341
FUEL AND UTILITIES	28,673	0	30,341	30,341
ADMINISTRATIVE SUPPLIES	143,365	0	151,708	151,708
SPECIFIC USE SUPPLIES	86,018	0	91,024	91,024
BUSINESS SERVICES	1,569,790	0	1,661,154	1,661,154
TRANSPORTATION M&R SERVI	17,203	0	18,204	18,204
MOTORIZED EQUIPMENT	40,142	0	42,478	42,478
OFFICE EQUIPMENT	86,018	0	91,024	91,024
BUILDING LEASE PAYMENTS	28,673	0	30,341	30,341
4/28/99 Page 5 of 6				
<small>Form: d:\generic_v52g_wid</small>				

Exercise 11: Reports



Scenario:

Run a Form 4 Report

Complete the following for creating a report:

- Step 1.** Select **Reports** from **BRASS** menu.
- Step 2.** Select Form 4.
- Step 3.** Modify the Fund and Ag/Org.
- Step 4.** Select **OK** to run.